



Informix Administrator

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To Attorneys

cc

Subject Electronic Signature Format

NOTICE: ELECTRONIC SIGNATURE FORMAT

There has been some confusion regarding application of the signing requirements of the Administrative Procedures for Electronic Filing to proposed forms of agreed or default order submitted on motions for relief from stay.

The goal of this part of the Administrative Procedures is to enable the court or a party to determine if a proposed form of order has been signed.

In order to be considered "signed", the form of order must either have the scanned image of a manual or electronic signature, or must contain the symbol "/s/" and the printed name of the person signing, at the location at which the signature would otherwise appear.

Some electronic filers have attempted to comply with the signing requirements by placing "/s/" and the printed name of the person purporting to sign, below a horizontal signature line. The effect of placing the "/s/" and the printed name below the line is not intended as a signature. That appearance is worsened when the use of narrow margins or columns results in the placement of the intended signature line in a different place than appears to have been intended.

Electronic filers bear the responsibility for determining that the documents they file are signed.